

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CHILDREN'S PROGRAM ASSISTANT**

Jurisdictional Class: **Competitive**
Date Adopted: **November 17, 2006**
Date Revised:
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **10**

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for assistance and moderate account keeping functions in support of a program that provides financial assistance for medical and educational services to handicapped children, preschool services and early child intervention. Is involved with administrative support functions for the Children's Program. The work is performed under general supervision of higher-level Children Program staff and they will report directly to the Director. Follows County and State outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. Technical and/or working guidance may be given to other program staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews the maintenance and verifying of a wide variety of financial records and reports;
Plans and coordinates arrangements for transportation of handicapped children to school facilities and resolves any transportation problems that arise;
Review the billing to ensure appropriate fees are being charged by medical and educational service agencies;
Compiles the financial records in the preparation of annual operating budgets and insures the maintenance of necessary financial controls for the children's program;
Gathers the needed financial documentation on a monthly, quarterly and/or annual basis for the reporting of various Children Program activities for State and County agencies;
Reviews for correctness State Aid Reimbursement Reports;
Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
Processes reimbursements of monies;
Maintains perpetual inventory of items and equipment in stock;
Prepares and processes vouchers, purchase requisitions and purchase orders;
Performs administrative support and clerical level duties for the higher level Children's Program staff and Program Director;
May help gather information and prepare documentation/handouts for community education, outreach and training regarding programs and services for children and families with special needs;
Reviews subordinate office staff's work to ensure completeness & accuracy of work;
Operates any of the following: computer, typewriter, calculator, check writing machine, copier, fax and other office equipment as required.

(Administrative Support & Clerical level Duties may be defined as the following: answering phones, filing, coping, customer service, data entry, scheduling, calendar maintenance, etc.)

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:

CHILDREN'S PROGRAM ASSISTANT

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and verifying financial records and accounts;
Good knowledge of office terminology, procedures and equipment and business English;
Good knowledge of State and County guidelines used to establish eligibility for financial assistance in obtaining medical and educational services for handicapped children; Good knowledge of the Health Department's organization and operations; Ability to make arithmetic computations accurately;
Ability to analyze and organize data and prepare records and reports; Ability to develop effective working relationships and deal diplomatically with clients, subordinates, and other program contacts;
Ability to perform close, detail work involving considerable visual effort and concentration;
Ability to learn and understand medical and child development terminology; Integrity and good judgment with account keeping;

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business, secretarial science or a closely related field and one (1) year of clerical experience maintaining financial accounts and/or maintaining & billing & reconciling various accounts and/or contract distribution & service records involved with the billing and reconciliation of the accounts and/or contracts; **OR**
- B) Graduation from high school or possession of an equivalency diploma and three (3) years year of clerical experience maintaining financial accounts and/or maintaining & billing & reconciling various accounts and/or contract distribution & service records involved with the billing and reconciliation of the accounts and/or contracts; **OR**
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.